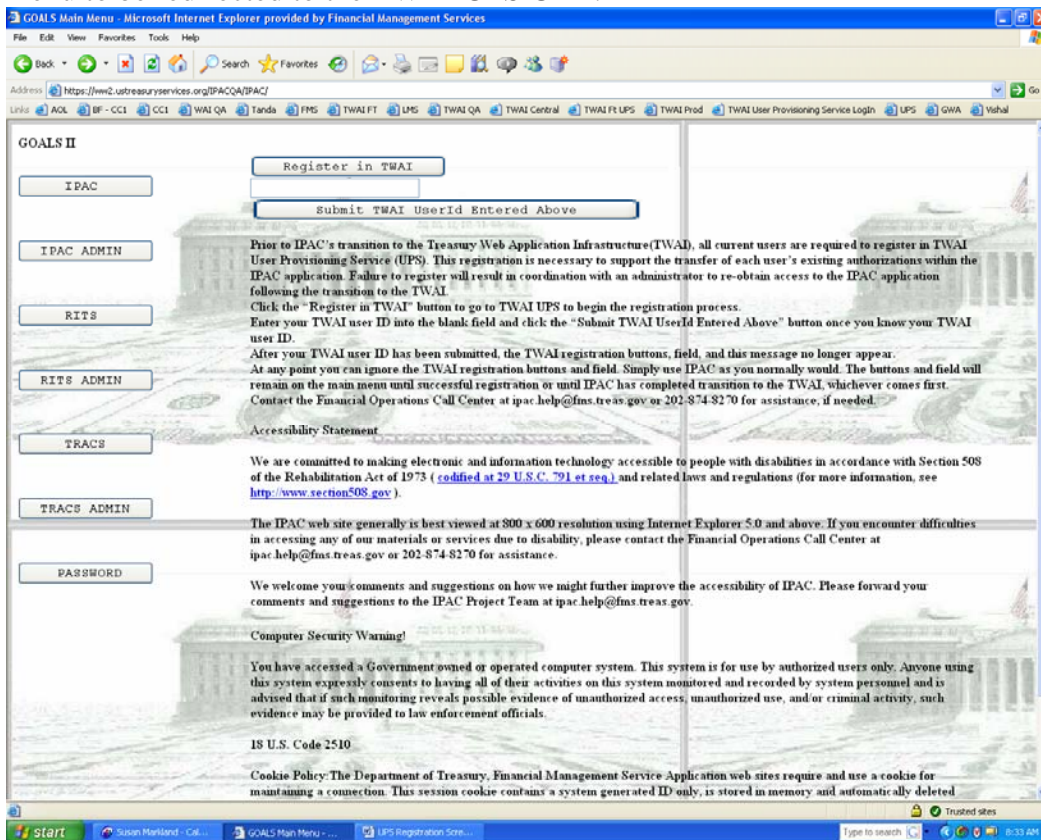


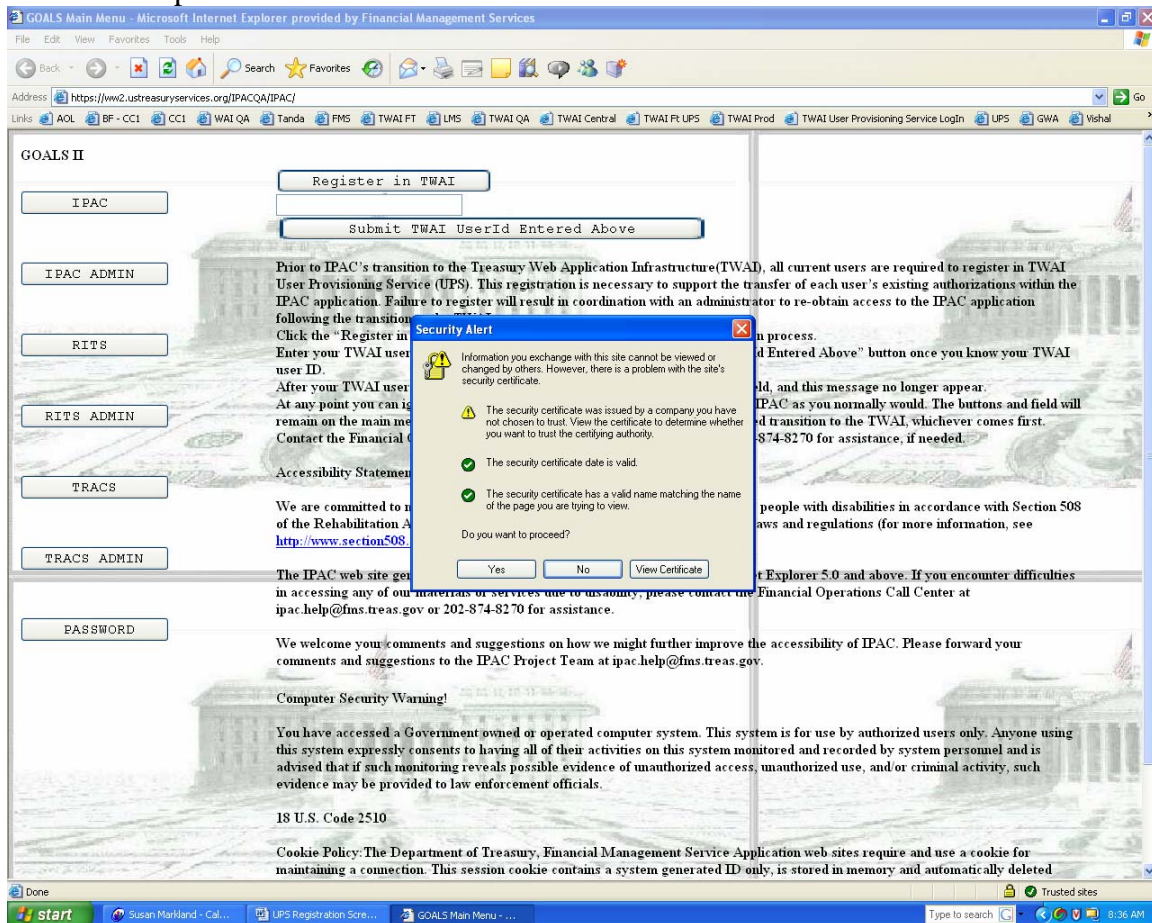
User Provisioning Service (UPS) IPAC TWAI Registration Process

Important – UPS and IPAC was not designed to be used with anything other than Internet Explorer. You must be sure that the default browser is set to Internet Explorer before beginning this process. If you do not know how to check for the default browser, please contact someone at your agency help desk to assist you.

Step 1: From the GOALS II IPAC Menu, click on the “Register in TWAI” button from the IPAC main menu to be redirected to the TWAI UPS URL.



Step 2: A Security Alert box will be displayed providing information regarding the certificate. Click “Yes” to proceed.



Step 3: Click on the “Register” link.

The screenshot shows a Microsoft Internet Explorer window titled "TWAI User Provisioning Service Login - Microsoft Internet Explorer provided by Financial Management Services". The address bar displays a long URL: [https://qa1.twai.gov/twfwPublic/login.fc?TYPE=335544338&REALMOID=06-0005c079-b63b-112c-bcbe-8314eca5f3f8&GUID=85MAUTHREASON=0&METHOD=GET&SMAGENTNAME=twaicentral_wa&TARGET=\\$M\\$https%3a%2f%2fqa1.twai.gov](https://qa1.twai.gov/twfwPublic/login.fc?TYPE=335544338&REALMOID=06-0005c079-b63b-112c-bcbe-8314eca5f3f8&GUID=85MAUTHREASON=0&METHOD=GET&SMAGENTNAME=twaicentral_wa&TARGET=Mhttps%3a%2f%2fqa1.twai.gov). The page features the TWAI User Provisioning logo and a "Help" link. The main heading is "Login to TWAI User Provisioning Service". Below this, a welcome message states: "Welcome to TWAI User Provisioning Service. Enter your user ID and password, and then click **Login**. If you can't remember your password, click **Forgot Password**". The login form consists of two input fields: "User ID" and "Password", followed by a "Login" button. Below the form are three links: "Register", "Forgot Password", and "Forgot UserID". A "WARNING WARNING WARNING" section follows, containing a disclaimer about unauthorized use of government computers. The Windows taskbar at the bottom shows the Start button, several open applications (Susan Markland - Cal..., UPS Registration Scre..., TWAI User Provisi...), a search bar, and the system clock showing 8:44 AM.

TWAI User Provisioning
A U.S. Treasury Environment

Help

Login to TWAI User Provisioning Service

Welcome to TWAI User Provisioning Service. Enter your user ID and password, and then click **Login**. If you can't remember your password, click **Forgot Password**

User ID

Password

Login

[Register](#) [Forgot Password](#) [Forgot UserID](#)

WARNING WARNING WARNING

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties.

This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.

Step 4: Key in the number that appears and click “Next”

The image displays two sequential screenshots of a web browser window showing the TWAI User Provisioning security test page. The browser is Microsoft Internet Explorer, and the page title is "Inbox Item Edit - Microsoft Internet Explorer provided by Financial Management Services". The page URL is <https://qa1.twai.gov/TWAIUPS/user/anonWorkItemEdit.ssp;sessionId=DL08V7CJTvy-L3F48P3spIC3J7WVv1P4NL7K2ongympVP4n7KX1-11099619807d-%23D%23D7F898087128E465%3A11F8468%3A106D8187738%3A-7E82>. The page content includes the TWAI User Provisioning logo, the title "Treasury Web Application Infrastructure", and a message: "This test helps to keep the Treasury Web Application Infrastructure secure." A green box displays the number "05501572". Below the box, a text prompt says: "In the space below, enter the text that you see in the picture above". A red asterisk indicates a required field. The input field is empty in the top screenshot and contains "05501572" in the bottom screenshot. The "Next>>" button is visible in both screenshots. The bottom screenshot also shows an "Error on page:" message in the status bar.

05501572

05501572

Step 5: Click the “New Users Click Here” button.

The screenshot shows a web browser window titled "Inbox Item Edit - Microsoft Internet Explorer provided by Financial Management Services". The address bar displays a URL starting with "https://qa1.twai.gov/TWAIUPS/user/anonWorkItemEdit.jsp". The page content is for the "TWAI User Provisioning Service" and includes a "Welcome to the TWAI User Provisioning Service - Self Registration" section. It informs users that they do not need to re-register and provides a list of existing TWAI applications. A red link "Existing Application Users Click Here" is present next to the application list. At the bottom, there is a blue instruction box and two buttons: "New Users Click Here" and "Cancel". The Windows taskbar at the bottom shows the Start button, several open applications, a search bar, and the system clock indicating 8:52 AM.

Existing TWAI Applications

AMA
ASAP
SAM
TCIS
IPAC
GWA
ITS
TWAI Central
TGAnet
TGAnetTraining
TRS
Cashtrack

Existing Application Users Click Here

If you are new to the TWAI and/or this is your first application - select the new user button below:

Step 6: Key in your name and email address, and then click “Next”.

TWAI User Provisioning
A U.S. Treasury Environment

Logout

Welcome to the Treasury Web Application Infrastructure

To begin the registration process please enter your name and email address below:

First Name * ML

Last Name *

E-Mail Address *

* Indicates a required field

TWAI User Provisioning
A U.S. Treasury Environment

Logout

Welcome to the Treasury Web Application Infrastructure

To begin the registration process please enter your name and email address below:

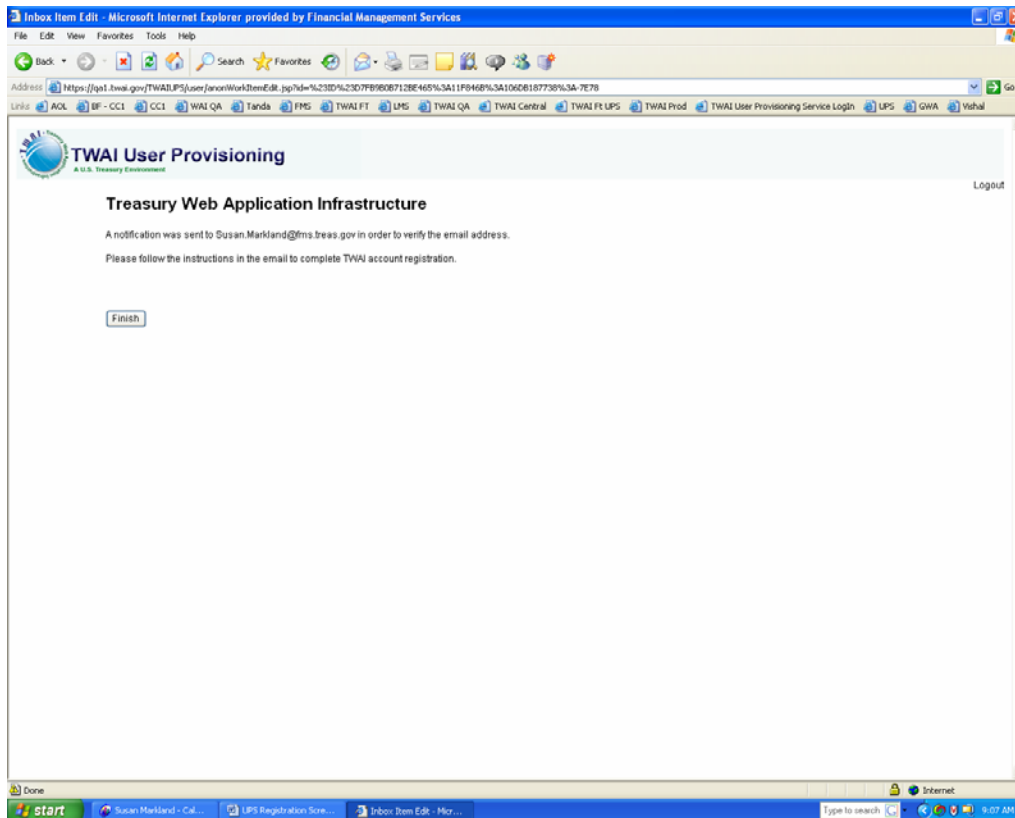
First Name * ML

Last Name *

E-Mail Address *

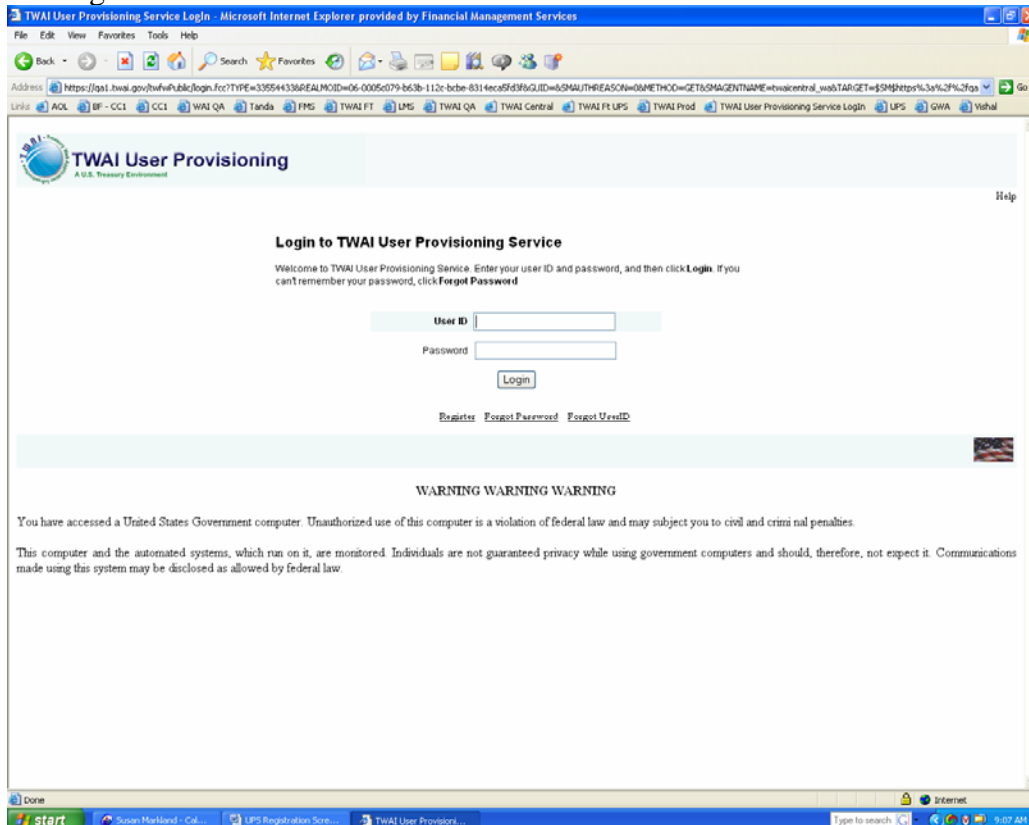
* Indicates a required field

Step 7: Click the “Finish” button.

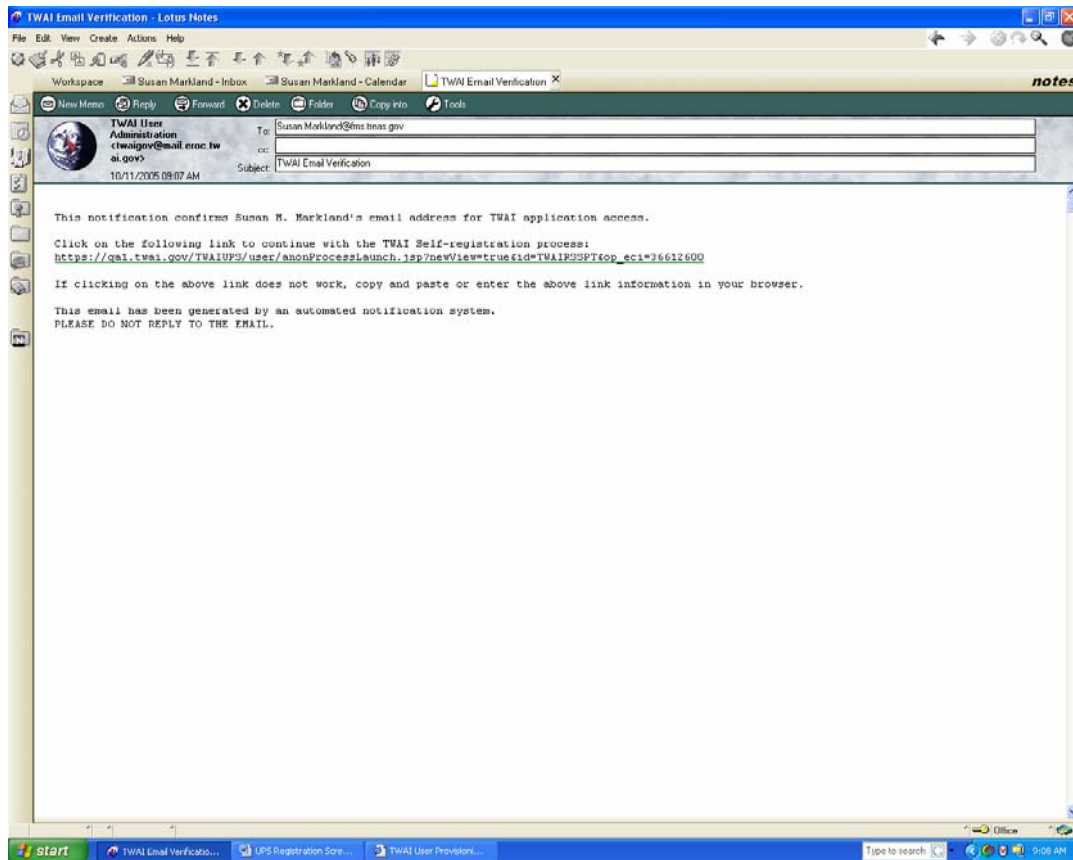


You will be directed back the login screen:

Step 8: Close the login screen



Step 9: Wait for an email to arrive at the email address you provided above. When it arrives click the link that is embedded in the message.



Step 10: Enter the number and click “Next”.

Inbox Item Edit - Microsoft Internet Explorer provided by Financial Management Services

File Edit View Favorites Tools Help

Address <https://qa1.twai.gov/TWAILPS/user/anonWorkItemEdit.jsp?id=%23D7FB9B0B712BE465%3A11F046B%3A106DB187738%3A-7E68>

Links AOL BF - CC1 CC1 WAI QA Tanda FMS TWAI FT LMS TWAI QA TWAI Central TWAI FT UPS TWAI Prod TWAI User Provisioning Service Login UPS GWA Vishal

TWAI User Provisioning
A U.S. Treasury Environment

Logout

Treasury Web Application Infrastructure

This test helps to keep the Treasury Web Application Infrastructure secure.

01060975

In the space below, enter the text that you see in the picture above

* Indicates a required field

Next>> Cancel

Done

start TWAI Email Verificatio... UPS Registration Scre... TWAI User Provisioni... Inbox Item Edit - Micr...

Inbox Item Edit - Microsoft Internet Explorer provided by Financial Management Services

File Edit View Favorites Tools Help

Address <https://qa1.twai.gov/TWAILPS/user/anonWorkItemEdit.jsp?id=%23D7FB9B0B712BE465%3A11F046B%3A106DB187738%3A-7E68>

Links AOL BF - CC1 CC1 WAI QA Tanda FMS TWAI FT LMS TWAI QA TWAI Central TWAI FT UPS TWAI Prod TWAI User Provisioning Service Login UPS GWA Vishal

TWAI User Provisioning
A U.S. Treasury Environment

Logout

Treasury Web Application Infrastructure

This test helps to keep the Treasury Web Application Infrastructure secure.

01060975

In the space below, enter the text that you see in the picture above

01060975

* Indicates a required field

Next>> Cancel

Done

start TWAI Email Verificatio... UPS Registration Scre... TWAI User Provisioni... Inbox Item Edit - Micr...

Type to search 9:09 AM

Step 11: Verify that your name and email address appear, and then click “Next”.

The screenshot shows a web browser window titled "Inbox Item Edit - Microsoft Internet Explorer provided by Financial Management Services". The address bar shows a URL starting with "https://qa1.twai.gov/". The page content includes the "TWAI User Provisioning" header and a section titled "Treasury Web Application Infrastructure". Below this, a prompt asks the user to "Please verify your name and email address:". The form displays the following information:

First Name	Susan
M.I.	M
Last Name	Markland
Full Name	Susan M. Markland
E-Mail Address	Susan.Markland@fms.treas.gov

At the bottom of the form, there are two buttons: "Next>>" and "Cancel". A "Logout" link is visible in the top right corner of the page content.

Step 12: Select the organization type “Federal Agency”, then click “Next”.

The screenshot displays the TWAI User Provisioning web application interface within a Microsoft Internet Explorer browser window. The browser's address bar shows the URL: <https://qa1.twai.gov/TWAIUPS/user/anonWorkItemEdit.jsp?id=%23D%23D7F8960B7128E465%3A11F846B%3A106D6187738%3A-7E67>. The page header includes the TWAI logo and the text "TWAI User Provisioning A U.S. Treasury Environment". The main heading is "Welcome to the Treasury Web Application Infrastructure". Below this, there is a section titled "Search for an organization". It contains a dropdown menu labeled "Organization Type" with the text "-- Select --". Below the dropdown are two buttons: "Next>>" and "Cancel". The browser's taskbar at the bottom shows several open applications, including "TWAI Email Verificatio...", "UPS Registration Scre...", and "Inbox Item Edit - Micr...". The system clock in the bottom right corner indicates the time is 9:12 AM.

TWAI User Provisioning
A U.S. Treasury Environment

Welcome to the Treasury Web Application Infrastructure

Search for an organization

Organization Type: -- Select --

Next>> Cancel

Step 13: Select the agency at which you work from the drop down listing, and then click “Next”.

The screenshot shows the 'Inbox Item Edit - Microsoft Internet Explorer' window displaying the 'TWAI User Provisioning' page. The page title is 'Federal Agency'. The 'Agency/Department' dropdown menu is set to 'Federal Reserve System'. Below this, there is an 'OR' section with a 'Search By Name' input field and a 'Search' button. An 'Advanced Search Options' section is also present with a 'Starts With' dropdown. At the bottom of the form, there are three buttons: '<<Previous', 'Next>>', and 'Cancel'. The status bar at the bottom indicates 'Done' and 'Internet'.

Step 14: Enter your personal information...

The screenshot shows the 'Inbox Item Edit - Microsoft Internet Explorer' window displaying the 'TWAI User Provisioning' page. The page title is 'Personal Information Page'. Below the title, it says 'Please enter your personal information below:'. The form is divided into sections: 'User Identification' with fields for 'First Name' (Juanita), 'M.I.', 'Last Name' (Thorne), 'Full Name' (Juanita Thorne), and 'E-Mail Address' (Juanita.Thorne@rich.frb.org); 'Generation' (input field); 'Company Name' (input field); 'Select a Country' (dropdown menu set to 'UNITED STATES'); 'Building Location Code' (input field); 'Business Address' (input field with a red asterisk); 'Business Address2' (input field); and 'Room Number' (input field). The status bar at the bottom indicates 'Error on page.' and 'Internet'.

Step 15: Continue entering personal information, and then click “Next”.

The screenshot shows a web browser window titled "Inbox Item Edit - Microsoft Internet Explorer". The browser's address bar shows "Links" and "Address". The form contains the following fields:

- Building Location Code
- Business Address (marked with a red asterisk)
- Business Address2
- Room Number
- City (marked with a red asterisk)
- Select a State (dropdown menu)
- Zipcode (marked with a red asterisk)
- PO Box
- Office Phone Number (marked with a red asterisk)
- Extension
- Alternative Telephone Number
- Office Fax Number
- Registered Address

A red asterisk indicates a required field. At the bottom of the form, there are two buttons: "Next>>" and "Cancel".

Miscellaneous Info:

Generation = Jr. Sr. etc.

Registered Address = For TCIS users

No dashes should be used in the phone number.

Note the TWAI User ID that is assigned. This is the user id to be used for all applications in the TWAI including IPAC. This is also the user id that to be entered on the IPAC main menu as part of registration for IPAC in the TWAI.

Step 16: Create your new TWAI password and enter it twice, then click “Next”.

The screenshot shows a web browser window titled "Inbox Item Edit - Microsoft Internet Explorer provided by Financial Management Services". The address bar displays a URL from the TWAI system. The page content includes the TWAI logo and the title "TWAI User Provisioning". Below this is the "Authentication Information Page" header with a "Logout" link. The main instruction is "Please enter your authentication information below:". The form contains three fields: "TWAI User ID" (pre-filled with a blue box), "New Password", and "Confirm Password", each with a red asterisk indicating it is a required field. A "Password Policy" section lists requirements: minimum 8 characters, mix of upper/lower case letters, numbers, and special characters, with a maximum of two repeated characters. A red note states "* Indicates a required field". At the bottom are "Next>>" and "Cancel" buttons. The Windows taskbar at the bottom shows the Start button, open applications, a search bar, and the system clock at 9:22 AM.

TWAI User Provisioning
A U.S. Treasury Environment

Authentication Information Page Logout

Please enter your authentication information below:

TWAI User ID [Blue Box]

New Password *

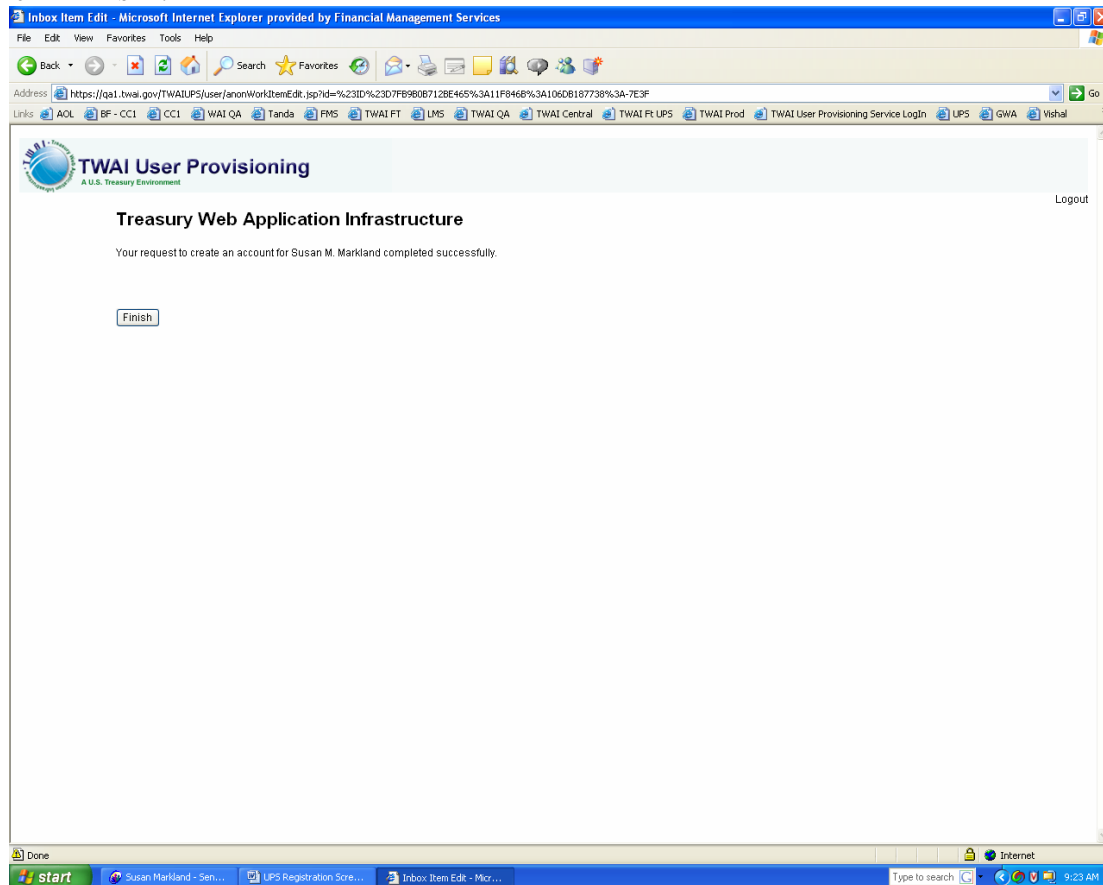
Confirm Password *

Password Policy:
*Must be at least 8 characters long
*Must contain at least one Upper case letter and at least one Lower case letter
*Must contain at least one number
*Must contain at least one non-punctuation, special character (eg. -, \$, ^, +, =)
*There can be a maximum of two repeated characters

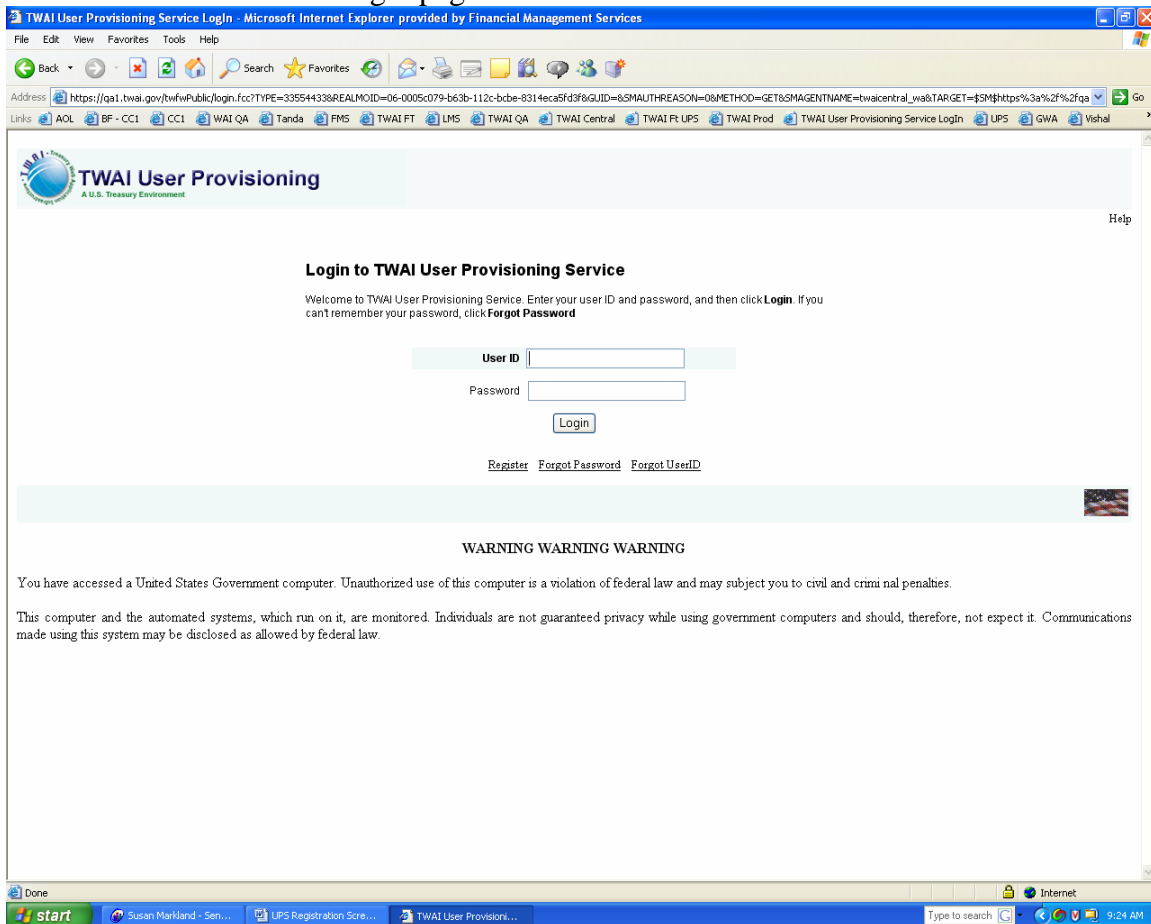
* Indicates a required field

Next>> Cancel

Step 17: Click “Finish”.



Step 18: You will be directed to the login page. Close this window.



Step 18: Go to the current production IPAC URL. Log on with current WAI user id to gain access to current production. In the blank field, enter the newly assigned TWAI user id into the text field displayed on the main menu, then click “Submit TWAI UserId Entered Above”. T

GOALS Main Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

GOALS II

IPAC

IPAC ADMIN

RITS

RITS ADMIN

TRACS

TRACS ADMIN

PASSWORD

Register in TWAI

Submit TWAI UserId Entered Above

Accessibility Statement

We are committed to making electronic and information technology accessible to people with disabilities in accordance with Section 508 of the Rehabilitation Act of 1973 ([codified at 29 U.S.C. 791 et seq.](#)) and related laws and regulations (for more information, see <http://www.section508.gov>).

The IPAC web site generally is best viewed at 800 x 600 resolution using Internet Explorer 5.0 and above. If you encounter difficulties in accessing any of our materials or services due to disability, please contact the Financial Operations Call Center at ipac.help@fns.treas.gov or 202-874-8270 for assistance.

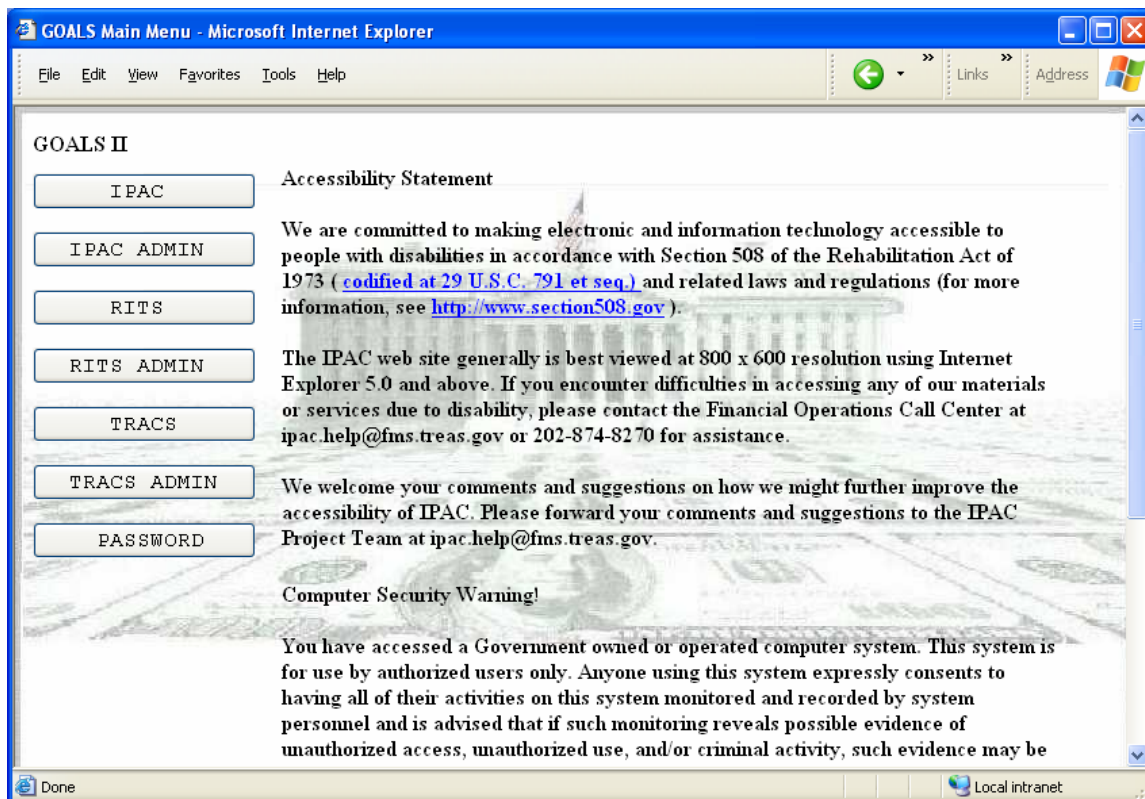
We welcome your comments and suggestions on how we might further improve the accessibility of IPAC. Please forward your comments and suggestions to the IPAC Project Team at ipac.help@fns.treas.gov.

Computer Security Warning!

Local intranet

Step 19: The IPAC main menu will now redisplay without the TWAI relevant buttons and field. At this time registration for IPAC TWAI access is complete.

Note: If at any future time the TWAI buttons and field reappear on the IPAC main menu, simply reenter your TWAI id and click “Submit TWAI UserId Entered Above”. This single field data entry process (at least once for each IPAC login id a user has) will be necessary for users that currently have multiple login ids in the IPAC application. In the TWAI each user will only have one unique TWAI user id.



Remember your user id and password. This will be what you use to login after IPAC has gone live in the TWAI environment. Until that time, you will continue to login to the current IPAC in the WAI using your existing user ids and passwords.

If you have more than one user id and password, you do not need to complete the entire registration process. Instead when you login to the current IPAC with a different user id, and begin with Step 18. Be sure to enter your newly acquired TWAI user id.

The User-Redirection Process is now complete.